**THE ROSELAND MULTI ACADEMY TRUST**

**JOB DESCRIPTION**

**Job title:** Teaching Assistant

**Grade:** £9.50 per hour

**Employment:** Casual hours

Your holiday entitlement will depend on the number of hours that you actually work and be pro-rated on the basis of a full time entitlement of 28 days’ holiday during each full holiday year including public holidays in England and Wales

**Responsible to:** CEO, CFO, HR Manager, Headteacher, Class Teacher,

Chair of the Trust Board

**Direct/Indirect Supervisory Responsibility:** None

**Important Functional Relationships:** Internal: CEO, CFO, HR Manager, Headteacher, teaching and support staff, pupils.

External: Trustees, Trust partners, other schools and colleges, contractors, suppliers of goods and services, parents/carers, visitors to the school.

**Main Purpose of Job:**

To take a proactive EYFS role in the support of the educational, social and physical needs of pupils; to support the curriculum and lunchtime routines. Support the school through the provision of a high level of assistance in the practical organisation of class activities, undertaking group work and ensuring the welfare and development of pupils.

**Duties and responsibilities:**

1. To assist EYFS and groups of children in developing knowledge, skills and attitudes as defined by the curriculum.
2. To take into account the learning support involved to aid the children to learn as effectively as possible.
3. To establish supportive relationships with the pupil/s concerned and to encourage acceptance and inclusion of all pupils.
4. To encourage social integration and individual development of pupils.
5. To develop methods of promoting/reinforcing the pupil’s self-esteem and to promote independence through the development of self-help skills.
6. To carry out purposeful observations on identified children under the guidance of the EYFS Lead.
7. To assist in preparing, using and maintaining relevant teaching resources, including wall displays and cleaning up classrooms after activities.
8. To ensure that basic classroom materials are available for use.
9. To be responsible for monitoring the use of and maintaining an up-to-date inventory of all classroom materials and equipment.
10. To monitor stock levels of materials, check for missing and/or damaged equipment, and arrange for new supplies to be ordered as required (subject to approval) so as to ensure all necessary teaching aids are readily available at all times.
11. To assist with break time supervision of children on a rota basis in accordance with the School’s Policy for Playground Supervision.
12. To accompany children on educational visits and outings as supervised by the teacher.
13. To implement and contribute to planned learning and play and to promote the inclusion of all pupils.
14. To assess, monitor and record children’s progress, health, behaviour and general wellbeing.
15. To feedback any information (including concerns) regarding the well-being and educational needs of children to the Teacher or Headteacher as appropriate.
16. To be aware of confidential issues linked to home/pupil/teacher/school work and to ensure the confidentiality of such sensitive information.
17. To supervise an individual or small group of children within a learning environment under the overall control of the teacher.
18. To administer minor first aid (as trained), assist in the dispensation of medically prescribed controlled drugs (as per the approved procedure) and to assist with children who are sick as needed.
19. To meet the mobility needs of the pupil assisting in the use of a wheelchair/hoist, ensuring compliance with safe lifting procedures and associated training.
20. To meet the needs of incontinent pupils.
21. To meet the needs of pupils with emotional and behavioural difficulties. To control the pupil to prevent harm and disruption to the pupil or others, within the limits of the post holder’s training (eg: Team Teach) and school policies and procedures.
22. To carry out administrative tasks associated with all of the above duties as directed by the Headteacher/teacher.
23. To be aware of and work in accordance with the school’s child protection policies and procedures, and to raise any concerns relating to such procedures which may noted during the course of duty.
24. To supervise children during the lunch period in accordance with the School’s pupil management, discipline, behaviour and bullying policies as well as maintaining the Lunchtime ethos of the school. To complete the necessary records with regard to any incidents relating to such policies, in accordance with the policies.
25. To interact positively with children to encourage them to engage in meaningful and constructive activities, and to deal with emergencies that may occur.
26. To assist children in preparing to eat, including hand-washing, helping children with the correct use of cutlery, promoting good table manners and encouraging children to eat a variety of foods.
27. To remain aware of children’s food allergies, intolerances or other special dietary requirements and ensure such foods are avoided for the children concerned, with particular vigilance for children sharing packed lunches.
28. To organise approved group activities and games for children as authorised by a member of the teaching staff, so as to enhance the development of children’s learning and social integration. To remain aware of children with special educational needs and liaise with the appropriate SEN Assistant to ensure play activities are appropriate and safe for all children.
29. To arrange appropriate indoor activities are made available to children during wet lunchtime break periods which ensure appropriate and safe behaviour of children during these periods.
30. To supervise the safety of the children playing after lunch;

**General responsibilities**

1. To contribute to the overall ethos, vision and aims of the school and Trust.
2. Be aware of, and adhere to, applicable rules, regulations, legislation, policies and procedures within the school and Trust including safeguarding, health and safety, equality and diversity and general data protection regulations.
3. Maintain confidentiality of information acquired in the course of undertaking duties for the school and Trust.
4. Be responsible for your own continuing self-development, undertaking training as appropriate.
5. To undertake other duties appropriate to the grading of the post as required, this includes supporting other key stages within the school, as directed.
6. Your employment will be based at Gerrans School but you may be required to work at any other premises occupied by the employer or any of the employer’s academies within mid-Cornwall as directed by the employer.

The Roseland Multi Academy Trust is committed to safeguarding and promoting the welfare of children, and expects all staff to demonstrate a commitment to safeguarding throughout the public arena. Everyone who comes into contact with children and their families and carers has a role to play in safeguarding children. In order to fulfil this responsibility effectively, all professionals should make sure their approach is child-centred. This means that they should consider, at all times, what is in the best interests of a child.

**Person Specification**

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| **ATTRIBUTES** | **ESSENTIAL** | **DESIRABLE** |
| **Relevant Experience** | * Good interpersonal skills. * Work well as part of a small team. * Patience & understanding whilst working with young children. | * Good standard of practical knowledge skills and experience of working with children in an Early Years Setting. |
| **Education & Training** | * Qualified to NVQ level 2 or above (or equivalent qualification), or able to demonstrate equivalent knowledge or experience. * Good levels of literacy and numeracy evidenced through qualifications. | * Completion of the DfES Induction for Teaching Assistants. * CLANSA or Cornwall Certificate in SEN. |
| **Special Knowledge & Skills** | * An interest in the EYFS curriculum and phonic skills and early reading. * Good communication skills. * Confident ICT skills * Organisational skills. * First aid trained (or willing to undertake training). * Food Hygiene certificate (or willing to undertake training). | * Knowledge of a range of issues relevant to education and child development. |
| **Any Additional Factors** | * Able to manage competing priorities and to work to deadlines. * Self-motivated, and able to work in a team. * A deep professional interest and joyful enthusiasm for working with children. * Patient, friendly and approachable. * Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people. * A love of nature and outdoor learning in all weathers. | * Able to work without supervision. * Plenty of energy and enthusiasm. * Honesty, reliability and a good sense of humour. |